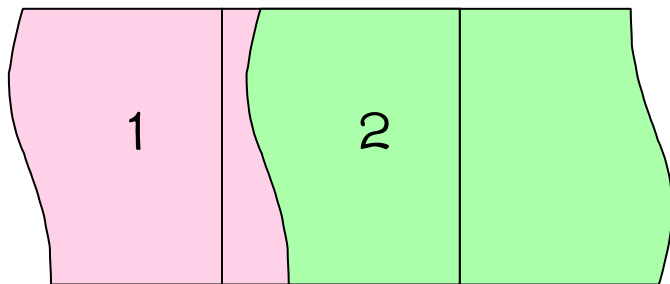


Directions for Making Mini-Offices

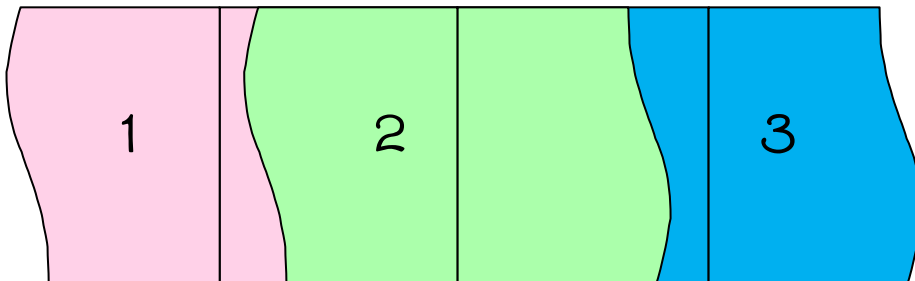
Materials:

- ① 2 - 3 file folders
- ① glue
- ① scissors
- ① printed reference materials
- ① crayons/markers (optional)
- ① laminating materials

1. Choose how big you want your mini-office to be. 2 file folders will make a 3 panel mini-office. 3 file folders will make a 4 panel mini-office. I highly recommend using a 3 file, because I am always adding more to it.
2. Lay out the file folders, shown in the pictures below. Glue or tape folders together and let dry.
3. Cut out materials that you want to use. I have students put them on their own offices, as it gives them a personal note. Color if desired. Have students glue in place (or you do it.)
4. When glue is completely dry, laminate using a laminating machine, clear contact paper, or clear packing tape. I use clear packing tape over the areas we use, as we add it after I teach it, but have seen them put together before hand and laminated. Once they are full, I laminate.



2 folders give 3 panels



3 folders give 4 panels

M y M a t h

M i n i

O f f i c e

Name:

M y M a t h

M i n i

O f f i c e

Name:

M y M a t h

M i n i

O f f i c e

Name:

M y M a t h

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O f f i c e

Name:

Multiplication Chart

X	1	2	3	4	5	6	7	8	9	10	11	12
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144

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5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144

Multiplying whole numbers

Write each number in expanded form and place on outside of box. Draw box as large as there are digits in each number.

$$435 \times 69 =$$

400 30 5

60	24,000	1,800	300
9	3,600	270	45

Add all the numbers inside the boxes.

$$24,000 + 1,800 + 300 = 25,900$$

$$3,600 + 270 + 45 = 3,915$$

$$25,900 + 3,915 = 29,815$$

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Place Value

Billions Period			Millions Period			Thousands Period			Units Period						
Hundred billions	Ten billions	billions	Hundred millions	Ten millions	millions	Hundred-thousands	Ten-thousands	thousands	hundreds	tens	ones		tenths	hundredths	thousandths
												●			

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Standard Form	Expanded Form	Word Form
8,456,912	$8,000,000 + 400,000 + 50,000 + 6,000 + 900 + 10 + 2$	Eight million, four hundred fifty-six thousand, nine hundred twelve

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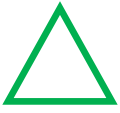
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Basic Geometric Shapes



Triangle



Quadrilateral



Pentagon



Hexagon



Octagon

Classifying Triangles

SIDES



Equilateral



Isosceles



Scalene

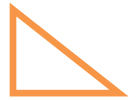
ANGLES



Acute



Obtuse



Right

Classifying Quadrilaterals



Trapezoid



Parallelogram



Rectangle



Rhombus



Square

Basic Geometric Shapes



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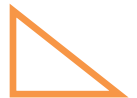
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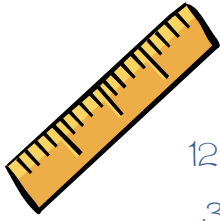
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$$12 \text{ inches} = 1 \text{ foot}$$

$$3 \text{ feet} = 1 \text{ yard}$$

$$5,280 \text{ feet} = 1 \text{ mile}$$



Measurement Conversions

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$$10 \text{ mm} = 1 \text{ cm}$$

$$100 \text{ cm} = 1 \text{ m}$$

$$1,000 \text{ m} = 1 \text{ km}$$



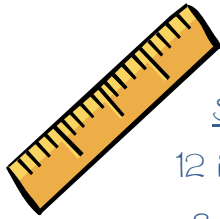
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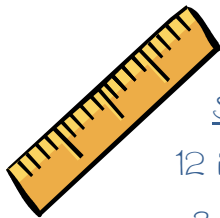
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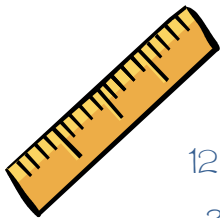
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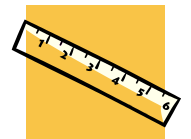
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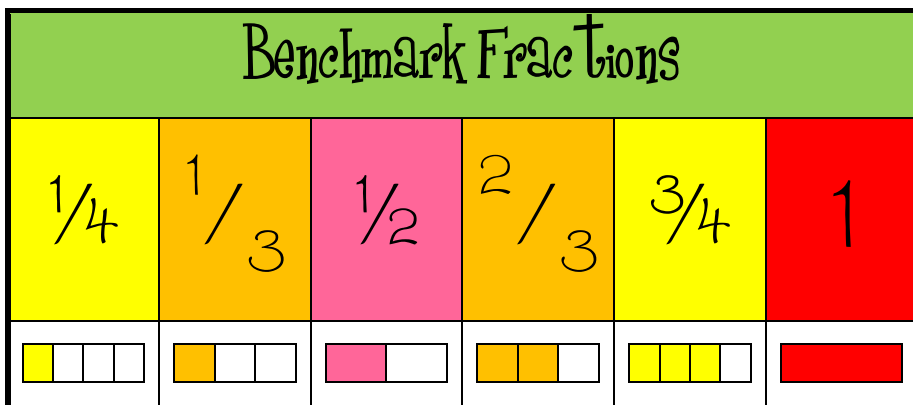
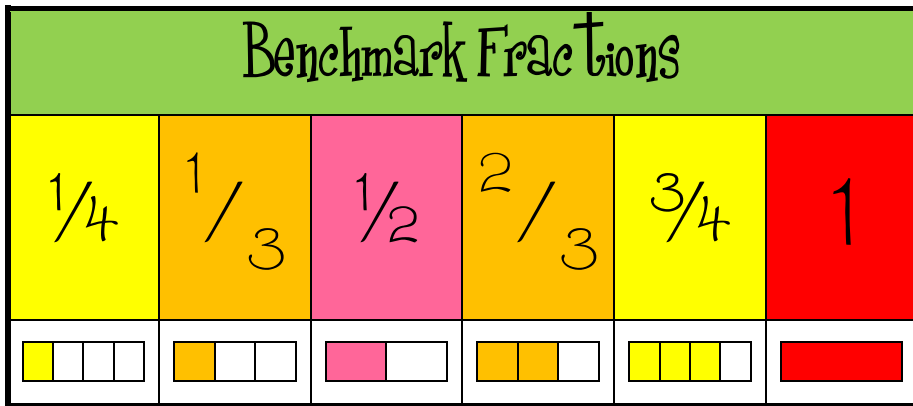
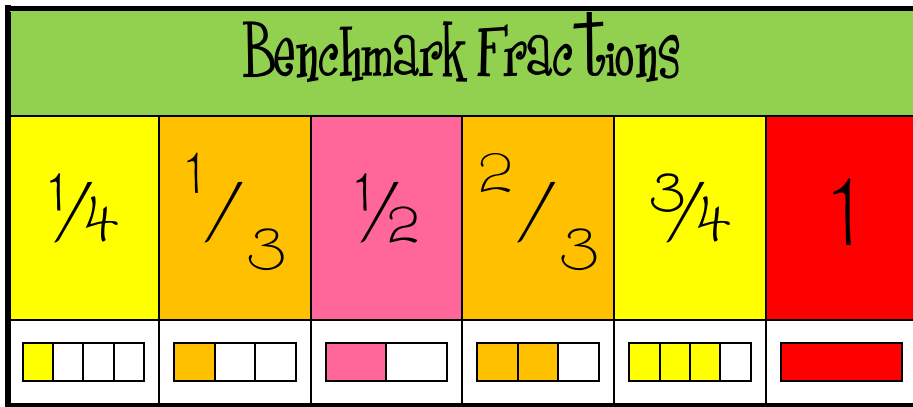
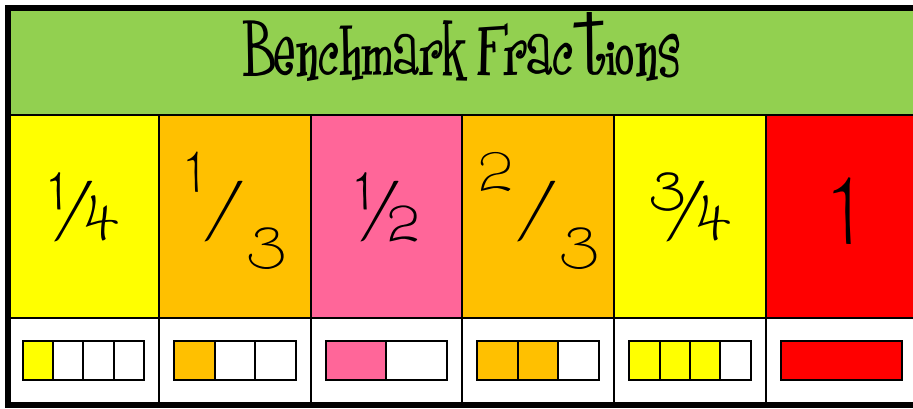
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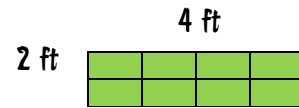


Add up the amounts of all sides.

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The amount of square units inside of a figure..



Multiply the length times the width.

$$4 \times 2 = 8 \text{ ft}^2$$

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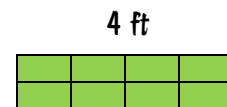


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Fraction, Decimal & Percent Equivalents		
Fraction	Decimal	Percent
1	1.0	100%
9/10	0.9	90%
3/4	0.75	75%
2/3	0.666	66.6%
5/8	0.624	62.5%
1/2	0.5	50%
2/5	0.4	40%
1/3	0.333	33.3%
1/4	0.25	25%
1/5	.20	20%
1/10	.1	10%

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Fraction Fundamentals

Numerator - top number: $\frac{2}{5}$
Denominator - bottom number: $\frac{2}{5}$

Improper Fractions: numerator is greater than denominator, is worth more than 1 whole
 $\frac{12}{5}$

Mixed numbers: a whole number and a fraction together, worth more than 1 whole $5 \frac{1}{4}$

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Eleven 11	Twelve 12	Thirteen 13	Fourteen 14	Fifteen 15	Sixteen 16	Seventeen 17	Eighteen 18	Nineteen 19	Twenty 20
Thirty 30	Forty 40	Fifty 50	Sixty 60	Seventy 70	Eighty 80	Ninety 90	Hundred	Thousand	Million

Operation Words

Addition

+

Subtraction

--

Multiplication

X

Division

÷

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Properties of Multiplication	
Zero Property	<p>The product of any number times zero is zero.</p> $64 \times 0 = 0$
Identity Property	<p>The product of any number times one is that number.</p> $1 \times 326 = 326$
Commutative Property	<p>The order of factors can be changed, but the product stays the same.</p> $4 \times 5 = 5 \times 4$
Associative Property	<p>The grouping of factors can be changed, but the product stays the same.</p> $(2 \times 5) \times 3 = 30$ $2 \times (5 \times 3) = 30$

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